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ABSTRACT

A research and development project was conducted to design a system for collecting and processing manpower information at a local level. Three systems for use by local institutions to obtain information needed for long-range planning were developed--an annual survey of high school student aspirations, a follow-up survey of students who leave an institution, and a survey of business and industry concerning employment availability and training needs. Fifty-five of the 57 North Carolina technical institutes and community colleges completed long-range plans by using the model and methods described here (or some variation). In addition, better relationships between the colleges and their potential students and business community resulted. Appendices include the three survey instruments and the printouts for compilation of data, a flow chart for the activities of the dissemination project, and suggested outline format for long-range planning developed by community college personnel. (MJK)

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LONG-RANGE PLANNING SYSTEMS

JC 750 461

STATE BOARD OF EDUCATION
DEPARTMENT OF COMMUNITY COLLEGES
RALEIGH, NORTH CAROLINA

OCCUPATIONAL EDUCATION RESEARCH PROJECT FINAL REPORT
Vocational Education Amendments of 1968 (Public Law 90-576)
(Title I - Part C - Sec. 131 [b])

THE DISSEMINATION OF LOCAL-LEVEL, LONG-RANGE PLANNING SYSTEMS TO NORTH CAROLINA TECHNICAL INSTITUTES AND COMMUNITY COLLEGES

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NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

STATE BOARD OF EDUCATION
RALEIGH, N. C. 27611

April 1975

NORTH CAROLINA STATE DEPARTMENT OF PUBLIC EDUCATION

Occupational Research Unit

Raleigh 27602

II

ABSTRACT

This project was a culmination of three years of research related to long-range planning at the local level of the North Carolina Community College System. The Occupational Research Unit supported a two-year project to establish an Occupational Information Center at Forsyth Technical Institute. The purpose was to develop data collection procedures and a planning model which could be utilized by all community colleges and technical institutes in the North Carolina system. These procedures were published in June of 1973.

The third year of the research was concerned with implementation of the procedures. Methodology was formulated for local planning in the first two years of the study. Dissemination of the developed procedures to community colleges and technical institutes was a major thrust of the project.

North Carolina's system of community colleges has emphasized local planning. In August of 1973, the State Board of Education adopted the policy that all institutions should submit long-range plans by June 30, 1974.

The procedures developed at the Occupational Information Center and the modifications during this dissemination project enabled institutions to develop viable long-range plans in this relatively short period of time. This report explains how this effort was accomplished.

The procedures are simple and the results have proved reliable. Institutions are able to prepare in a short time educational plans based upon current information. The utilization of the developed systems has led to the improvement of planning in North Carolina's system of community colleges and technical institutes.

III

ACKNOWLEDGMENTS

Appreciation is expressed to the community college presidents and their staffs for enthusiastic support during the implementation of this research project. Without their cooperation this report would not have been possible.

Special recognition is given the Management Information Service Division of the Public Education Department whose computer support made possible compilation of data. Mr. Don Schmidt especially devoted endless hours making the computer systems work.

Continuous support for planning has been provided by the State Board of Education and by Dr. Ben E. Fountain, Jr., State President of Community Colleges. The success of this project is due largely to this support.

Several staff members of the North Carolina Department of Community Colleges deserve special recognition. Mr. Charles A. Bucher and Dr. Terrence A. Tollefson provided supervision and assistance in the execution of the project. Mr. A. J. Bevacqua offered good advice at numberous points during the research.

Miss Martha Battle typed forms for all research, handled all correspondence and all data returned to the department.

For these valuable contributions, appreciation is gratefully expressed.

Finally, appreciation is expressed to the Occupational Research Unit, and especially Mr. Fred Manley, whose funds and leadership made this research possible.

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V. BODY OF THE REPORT

A. The Problem

An Occupation Education Information Center was established on August 1, 1971, at Forsyth Technical Institute as a research and development project to design a system for collecting and processing manpower information at the local level. This two-year research project was completed on June 30, 1973. The research efforts of the Center have developed three systems for obtaining, processing and consolidating manpower information at the local level. The three systems have been designed for use by institutions to obtain the manpower information needed for long-range planning. The three systems inlcude (1) an annual survey of high school student aspirations, (2) a follow-up survey of students who leave an institution and (3) a survey of business and industry to determine the present and future availability of jobs in the local economy.

The survey systems have been developed and tested in the community served by Forsyth Technical Institute. Aside from serving the long-range planning need, the manpower information can be used by an institution for many other purposes, from recruiting to the redesigning of curriculums. Descriptions of the three systems, including their utilization, were published in the Manpower Information Manual: A Manual For Local Planning, which is available to all institutions. The Manpower Information Manual contains a section that illustrates the utilization of local-level manpower information for long-range planning.

The Manpower Information Manual was distributed to all institutions; however, assistance was required for further dissemination of the results of this research project and for instruction in the use of the information systems.

The statewide long-range plans for the community college system, prepared by the Research Triangle Institute, developed a method for identifying the manpower education and training needs of the economy that should be met by the institutions within the system. This method determined the contributions that should be made to North Carolina's people and economy by the community college system's educational process; it was not related to the educational process itself. The concept is based upon information on the needs of the labor market. The planning concept is essentially an information process that will serve as a guide for providing the people with the education and training at the time it is needed.

No extensive data collection or survey efforts were undertaken during the statewide planning effort. Previously published data on the characteristics of population, labor force and economic activity were used. This data was adequate to develop the concept and to provide information on a statewide basis. The statewide planning effort validated the requirement for an institutional planning model that could be used by each institution in the preparation of its individual plan. A second contract with Research Triangle Institute initiated a model institution planning effort at Forsyth Technical Institute. The preparation of these plans has emphasized the requirement for the development of a system for the collection and processing of information

on manpower education and training needs at the local level. This information is vital to the occupational education effort in both secondary and post-secondary institutions. All available sources of manpower training needs have been utilized in the institutional planning effort; however, reliable planning and education program management could not be achieved until a simple and productive system for collecting and processing information at the local level was developed and implemented in local institutions in the North Carolina system.

B. Objectives

The objective of this research project was to disseminate the local-level long-range planning systems developed by the Occupational Information Center to all North Carolina technical institutes and community colleges. The project was designed to:

a. assist in disseminating the results of the Information Center research project and help institutions in the implementation of the manpower information systems.

b. assist institutions in the initiation of long-range plans using the manpower information collected at the local level.

c. conduct inservice training for the institutions on the rationale and utilization of the information systems.

d. continue research and develop methods for establishing "data banks" for the manpower information collected as a means for determining future trends in high school student aspirations and in the jobs available in the local economy.

C. Procedures

1. Inservice Workshops

Inservice Workshops were conducted in community colleges and technical institutes during the first six months of the project - July, August, September, October, November and December. These workshops acquainted the administrative staffs of the institutions with the planning process to be used by the Department. These workshops included the president, and his administrative staff, the director of this project and often a representative of the Department of Community Colleges. Workshops were conducted in thirty-six community colleges and technical institutes during this six-month period.

The entire planning process was outlined during these sessions. It was emphasized that in terms of resources the commitment from the institutions would be minimal. The long-range benefits were determined to outweigh the cost.

2. Instruments

Three instruments were developed for gathering the necessary planning data at the local level: 1) a survey for determining career aspirations of high school seniors, 2) a survey for determining the needs of business and industry and 3) a follow-up survey of institutional graduates and ELMS*.

The Dictionary of Occupational Titles was used to relate the three data collection systems. All of these survey forms were kept simple and copies are in the Appendix.

3. Data Collection

A. Student Survey - All high school seniors in the attendance area were surveyed. Detailed explanations of the procedures used are found in

* An Acronym for Early Leavers with Marketable Skills.

the Manpower Information Manual. This survey takes only a few minutes of the student's time and can be completed usually during a homeroom period.

B. Business and Industry Survey - All businesses and industries in the attendance area were included in the survey. The businesses with fifty or more employers were all surveyed; those with less than fifty were sampled. Detailed descriptions of this procedure are also in the Information Manual.

C. Student Follow-up - A follow-up was conducted of all students who left the institutions during the past academic year. The survey produced a measure of the out-put of an institution during the year for each curriculum.

All of these systems were cost simple to allow institutions to use them within the staff of the school.

4. Data Compilation

Computer programs and computer time was available at the Department of Community Colleges. When the surveys were completed by the local institutions, they were sent to the Department for compilation. A turn-around time of about three weeks was usual.

The data compilations in this report were the result of two years of study to determine the types of information needed for programmatic decision-making. Examples of these data may be seen in the Appendix.

5. Planning Procedures

A committee of college presidents and staff members, and Department of Community Colleges personnel developed a format for long-range planning.

This format was suggested as minimal in preparing institutional plans and should be used as guide only. Each institution was free to develop its plan in the manner best suited to its local needs.

D. Results

The major result of this project is that fifty-five of the fifty-seven technical institutes and community colleges submitted long-range plans for their institutions. Not all institutions utilized the methods developed in this project, but the influence of the project helped to develop other viable approaches to the planning process.

A less obvious result was the increased recruiting potential of the schools. The planning system gave them access to names, phone numbers, addresses and the major interest of every student in the contingent school districts. The potential for recruitment and counseling prior to entering the institution was greatly increased. Improved relationships with public school personnel was a constant result.

Faculty members were often used to conduct business surveys. Better institution - business relationships led to a number of placements and often to new courses in the institutions.

The implementation of these procedures is fully explained in a filmstrip-tape presentation, which is a portion of this final report.

The result has been the community involvement in curricula planning for the institution which has led to more relevant programs. Institutions now have the capabilities to assess community needs in a quantitative manner. Decisions are based on sound data, collected in a systematic manner.

E. Conclusions

That fifty-five institutions were able to complete long-range plans in a one-year period attests to the success of this project. Results demonstrate that the procedures developed in the pilot project at the Occupational Information Center will apply on a large scale.

Another obvious conclusion is that local planning is an individual matter. The individuality of the plans does not distract from the validity but provides alternatives for achieving the same end: improved institutional planning.

F. Recommendations

Planning is a continuous process which must be based upon formal data. For planning to occur in this manner, the processes for continuous planning must be maintained. The recommendations for maintaining continuous planning are: 1) centrally located staff to handle the data, 2) a redesign of the survey instruments to optical scan for ease of handling and 3) a continuous data bank for each institution for planning purposes.

APPENDIX A

Appendix A contains the survey instrument used to determine the career aspirations of high school seniors.

Appendix A

CONFIDENTIAL

SURVEY OF THE EDUCATIONAL AND CAREER ASPIRATIONS
OF HIGH SCHOOL SENIORS

TO THE STUDENT: This survey is designed to determine the educational plans and needs of the high school seniors in this area. Careful consideration of your responses will be of benefit in our efforts to help meet your educational needs and those of future graduates. Thank you for your cooperation.

Name_____ Street Address_____
First Initial Last

City_____ Zip_____ Sex: M__ F__ Telephone Number_____

A. What are your plans immediately after graduation from high school? (CHECK ONE)

1. __4-Year College or University
2. __Junior College
3. __Technical Institute or Community College
4. __Business College
5. __Military Service
6. __Work, with no further training (Please specify)_____
7. __Other (Please specify) _____

B. List, in order of preference, the number (382.8840, 638.2810, etc.) of the occupation in which you have a career interest. If your career interest does not appear on the list provided, write in your career choices in the blanks below.

a._____ b._____ c._____

C. On a separate page are the educational programs (A) currently offered at Bladen Technical Institute, and (B) programs which may be offered if there is a need and sufficient demand.

1. List, in order of preference, the number (T-018, V-003, etc.) from the curriculum lists provided, the programs in which you have an interest in enrolling.

   First Choice_____ Second Choice_____ Third Choice_____

2. Please indicate any programs not listed in which you would like to enroll through a technical institute or community college.

_____

_____

_____

_____

OCCUPATION CODE	OCCUPATION
160.1880	Accountant
164.1180	Advertising Manager
164.0680	Advertising Trainee
055.0880	Anthropologist
723.8840	Appliance Repairman
299.2870	Appraiser
001.0810	Architect
599.8860	Assistant Mill Operator
153.2280	Assistant Pro
153.2280	Athletic Coach
807.3810	Auto Body Repair Mechanic
602.2810	Automotive Mechanic
330.3710	Barber
332.2710	Beautician
041.0811	Biochemist
041.0810	Biologist
582.8850	Bleach Range Operator
210.3880	Bookkeeper
183.1180	Branch Manager
861.3810	Brickmason
219.3880	Budget Manager
690.8850	Buffer
143.0620	Camera Man
860.3810	Carpenter
211.4680	Cashier
022.0810	Chemist
219.4880	Clerk, Accounting
219.3881	Clerk, Administrative
206.3880	Clerk, File
209.3880	Clerk, General
223.3880	Clerk, Inventory
215.4880	Clerk, Payroll/Timekeeping
205.2680	Clerk, Personnel
221.3880	Clerk, Production
222.3870	Clerk, Shipping and Receiving
223.3870	Clerk, Stock
219.3882	Clerk, Traffic Rate
240.3880	Collector and Adjuster
141.0810	Commercial Artist
152.0880	Composer
973.3810	Compositor
213.3820	Computer Operator
213.3821	Computer Peripheral Equipment Operator
020.1880	Computer Programmer, Business
020.1881	Computer Programmer, Scientific and Technical
844.8840	Concrete Finisher
359.8780	Day Care Teacher
142.0510	Decorator, Interior
079.3781	Dental Assistant
072.1080	Dentist
142.0511	Designer, Interior
625.2810	Diesel Mechanic
077.1680	Dietician
298.0810	Display Trainee
280.3580	Distributor and Dealer
929.8870	Dock Worker
001.2810	Draftsman, Building Trades
003.2811	Draftsman, Electrical
007.2810	Draftsman, Mechanical
905.8830	Driver
824.2810	Electrician
012.1880	Engineer, Industrial
008.0810	Engineer, Chemical
003.0810	Engineer, Electrical
160.2880	Estimator
915.8670	Filling Station Worker
976.3810	Film Technician
012.1880	Fire Service Worker
681.2800	Fixer
311.8780	Food Service Worker
187.1680	Funeral Director, Embalmer
920.8870	Furniture Packer
189.1180	General Manager
024.0810	Geologist
407.8840	Groundskeeper
355.8780	Hospital Attendant
079.3680	Inhalation Therapist
609.6840	Inspector
097.2880	Instructor
863.8840	Insulationist
219.3883	Insurance Clerk
382.8841	Janitor
213.5820	Keypunch Operator
862.8840	Laborer
110.1080	Lawyer
223.3870	Librarian
821.3810	Lineman
699.8870	Machine Cleaner
616.3800	Machine Operator
007.1870	Machine Tool Part Programmer
600.2800	Machinist, Maintenance
981.1380	Maintenance Manager
899.2810	Maintenance Man, General Utility

OCCUPATION CODE	OCCUPATION
132.0880	Copy Writer
166.2680	Counselor, Employment
166.2681	Counselor, Personnel
237.1680	Counselor, Travel
168.1680	Credit Manager
382.8840	Custodial Agent
721.2810	Mechanic, Small Motors
078.3810	Medical Technician
638.2811	Millwright
806.8840	Mobile Homes and Campers Worker
186.2880	Mortgage and Loan Officer
620.2811	Motorcycle Mechanic
929.8871	Moveman
152.0480	Musician (Instrumentalist)
199.3810	Non-destructive Technician
354.8780	Nurse, Practical
355.8781	Nursing Assistant
169.1680	Office Manager
862.2810	Oil Burner Man
079.3780	Operating Room Technician
040.0810	Ornamental Horticulturist
840.8840	Painter
120.1080	Pastor
166.1180	Personnel and Training Manager
074.1810	Pharmacist
070.1080	Physician (General Practitioner)
189.1181	Plant Manager
862.3810	Plumber and/or Pipefitter
375.2680	Police Occupations
231.5880	Postal Clerk
012.1881	Production Planner
209.6880	Proofreader
045.1080	Psychologist (Clinical Counseling)
165.0680	Public Relations Manager
162.1581	Purchasing Agent
162.1580	Purchasing Manager
159.1480	Radio and TV Broadcaster
910.1380	Railroad Yard Conductor
237.3680	Receptionist
187.1180	Recreation Director
075.3780	Registered Nurse
710.2810	Repairman, Instrument
710.2811	Repairman, Radio and TV
365.3810	Repairman, Shoe
187.1681	Resident Manager
185.1680	Retail Store Manager

OCCUPATION CODE	OCCUPATION
012.1870	Manufacturing Engineer
929.8872	Material Handler
637.2810	Mechanic, Heating and Air Conditioning
638.2810	Mechanic, Maintenance
633.2810	Mechanic, Office Machines
372.8680	Security Service Worker
807.2870	Service Writer
804.2810	Sheet Metal Worker
054.0880	Sociologist
741.8840	Sprayer
950.7820	Stationary Engineer
202.3880	Stenographer
197.1680	Superintendent
018.1880	Surveyor
235.8620	Switchboard Operator
785.2610	Tailor
092.2281	Teacher, Elementary
092.2280	Teacher, Kindergarten
092.2282	Teacher, Secondary
092.2283	Teacher, Technical Institute
017.2810	Technical Illustrator
022.2810	Technician, Chemical
005.0810	Technician, Civil Engineering
712.3810	Technician, Dental
003.1812	Technician, Electrical Engineering
003.1810	Technician, Electrical and Electronics
003.1811	Technician, Electronics
003.2810	Technician, Environmental Engineering
012.2880	Technician, Industrial Engineering
007.0810	Technician, Mechanical Engineering
019.2810	Technician, Quality Control
012.0810	Technician, Safety Engineering
203.5380	Teletype Operator
212.3680	Teller
919.3680	Ticket Agent
559.8850	Tire Recapper
915.8840	Tireman
601.2800	Tool and Die Maker
620.2810	Transmission Specialist
608.3800	Turbine Blade Grinder
203.5881	Typist
952.7820	Utility Technician

OCCUPATION CODE	OCCUPATION
162.1180	Sales and Distribution Manager
741.8870	Sander
051.0880	Science, Political
078.3811	Laboratory Technician
201.3680	Secretary, Executive and General
201.3681	Secretary, Legal
201.3682	Secretary, Medical
841.7810	Wallpaper, etc.
816.8840	Welder, Flamecutter

CURRICULA OFFERED AT
FRIENDLY TECHNICAL INSTITUTE

Occupational Education

T-041 Architectural Technology
T-059 Associate Degree Nursing (Registered Nursing)
T-018 Business Administration
T-073 Early Childhood Specialist
T-022 Electronic Data Processing - Business
T-045 Electronics Engineering Technology
T-063 Fire Science
T-033 General Office Technology
T-050 Manufacturing Engineering Technology
T-043 Mechanical Drafting and Design Technology
T-104 Nuclear Medicine Technology
T-009 Ornamental Horticulture Technology
T-064 Police Science
T-061 Radiologic Technology
T-091 Respiratory Therapy
T-030 Secretarial - Executive

V-024 Air Conditioning and Refrigeration
V-001 Automotive Body Repair
V-003 Automotive Mechanics
V-007 Carpentry and Cabinetmaking
V-009 Cosmetology (Contract)
V-013 Diesel Vehicle Maintenance
V-015 Drafting - Building Trades
V-017 Drafting - Mechanical
V-018 Electrical Installation and Maintenance
V-042 Electronic Servicing
V-022 Graphic Arts - Printing
V-032 Machinist
V-070 Masonry
V-037 Plumbing and Pipefitting
V-038 Practical Nursing
V-050 Welding

APPENDIX B

Appendix B contains the survey instrument used to determine present and projected skill needs of the labor market.

Appendix B

HAPPY-COMMUNITY TECHNICAL INSTITUTE
406 Chestnut Street
Henderson, North Carolina 27536

Survey of Projected Skill Needs of the Labor Market

Date _____

The groupings used for this survey were designed by the Labor Department for their job survey form. The first six groupings ("A" through "F") are general and list jobs that apply to most businesses and industries. The seventh occupational grouping ("G"), "Production (Plant) Operations," is directed to the specific manpower skill needs of your particular business. We have left this last grouping unstructured, and we ask that you list in this category the jobs which could normally be filled by an employee who had attended a one or two-year program at Vance-Granville Technical Institute.

GENERAL DIRECTIONS

1. Column 1 - Job Classifications. Please match, insofar as possible, your company's job titles with those listed under each grouping. Leave blank classifications that do not apply to your business. Please add in the blank spaces the jobs in your company which are not listed on the form.

2. Column 2 - Current Employment. Please list the number of current employees, in each job listed, for which a technical institute might provide training.

3. Column 3 - Estimated Employment - 1978. Please list the number of employees you estimate you will have in each job classification in 1978 (in the month you have indicated above).

4. A stamped, addressed envelope is enclosed for the return of the completed form.

5. If you have any questions, please call or write Happy-Community Technical Institute. Thank you.

ALL INFORMATION FURNISHED WILL BE HELD IN STRICT CONFIDENCE

A. Service Occupations

Include workers in jobs performing services for persons that require direct contact or close association with the individual; occupations concerned with the protection of individuals, or of public or private property; and occupations concerned with preparing the serving food and beverages.

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
012.1880	Fire Service Workers		
354.8780	Nurses, Practical		
372.8680	Security Service Workers		
313.1310	Chef		
313.3810	Cook, Trained		
310.8680	Hostess		
311.8780	Waitress		
355.8780	Hospital Attendant		
355.8781	Nursing Assistant		
375.2680	Policeman		
359.8780	Day Care Teacher		

B. Maintenance, Construction, Repair and Powerplant Occupations

Include all skilled and semi-skilled workers performing machine and manual tasks involving maintenance, construction, repair, and powerplant operations in occupations requiring training beyond that learned on the job.

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
861.3810	Brickmason		
860.3810	Carpenter		
824.2810	Electrician		
710.2810	Instrument Repairman		
600.2800	Machinist, Maintenance		
899.2810	Maintenance Man, General Utility		
602.2810	Mechanic, Automotive		
807.3810	Mechanic, Body Repair, Automotive		
625.2810	Mechanic, Diesel		
638.2810	Mechanic, Maintenance		
633.2810	Mechanic, Office Machines		
638.2811	Millwright		
862.3810	Plumber and/or Pipefitter		
710.2811	Serviceman, Radio and T. V.		
804.2810	Sheet Metal Workers, Maintenance		
950.7820	Stationary Engineer		
601.2800	Tool and Die Maker		
816.8840	Welders and Flamecutters, Maintenance		

C. Managers and Officers

Include persons concerned with managerial functions common to many types of organizations as well as occupations which require a knowledge of the management and operations of this organization, for which training may be provided by a technical institute.

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
183.1180	Branch Manager		
164.1180	Departmental Manager, Advertising		
219.3880	Departmental Manager, Budget		
166.1180	Departmental Manager, Personnel and Training		
165.0680	Departmental Manager, Public Relations		
162.1580	Departmental Manager, Purchasing		
162.1180	Departmental Manager, Sales and Distribution		
189.1181	Plant Manager		

D. Technician Occupations

Include all persons engaged in technical work utilizing theoretical knowledge of fundamental scientific, engineering, mathematical, computer programming, or draft design principles comparable to those acquired through study at community colleges, technical institutes, or other formal post high school training less extensive than a 4-year college course.

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
None	Architectural Technician		
None	Chemical Technician		
141.0810	Commercial Artist		
None	Commercial Graphics Technician		
020.1880	Computer Programmer, Business		
020.1881	Computer Programmer, Scientific and Technical		
142.0510	Decorator, Interior		
142.0511	Designer, Interior		
712.3810	Dental Technician		
001.2810	Draftsman, Building Trades		
007.2810	Draftsman, Mechanical		
003.1810	Electrical and Electronics Technician		
003.1811	Electronics Engineering Technician		
005.0810	Engineering Technician, Civil		
003.1812	Engineering Technician, Electrical		
007.0810	Engineering Technician, Mechanical		
012.0810	Engineering Technician, Safety		
003.2810	Environmental Engineering Technician		
None	Food Processing Technician		
None	Interior Design Technician		
None	Marine Technician		
078.3810	Medical Technician		

D. Technician Occupations (continued)

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
040.0810	Ornamental Horticulture Technician		
973.3810	Printing Trades Craftsman		
075.3780	Registered Nurse		
078.3810	Science Technician		
018.1880	Surveyer		

E. Sales Occupations

Include persons concerned wholly or primarily with selling when knowledge of the goods or services sold is required. Exclude Sales Engineers, Cashiers, etc.

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
None	Salesman (exclude sales engineer)		
290.4780	Sales Clerk (Retail)		
250.3580	Real Estate Salesman		
250.2580	Insurance Salesman		

F. Clerical Occupations (continuted)

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
	PLANT CLERICAL WORKERS		
221.3880	Production Clerk and/or Coordinator		
222.3870	Shipping and/or Receiving Clerk		
223.3870	Stock Clerk (Storekeeper)		
223.3880	Inventory Clerk		

G. Production (Plant) Operations

Include all skilled and semi-skilled workers performing machine or manual tasks involving production and/or material movement operations whose job skills and performance would profit from a one or two-year occupation education program beyond high school. (Do not include workers "hired off the street" and prepared for work on a specific piece of equipment, through a plant operated training program.)

D.O.T. Number	Job Classifications	Current Employment	Estimated Employment in 1978
609.6840	Inspector		

Nature of Your Business B-7

Please describe the principal activity and the major product or service of your business, e.g., manufacturing - women's shoes; warehousing - steel products; research lab - radio and T.V. receiver; retail trade - shoe store; etc.

Emerging Occupations

List any emerging occupations in your industry which will require specialized training which could be provided by a technical institute or community college.

Comments - any comments you may wish to make

Additional Information

(Should questions or additional suggestions arise, please call: 919-492-2061

Name and Telephone Number of Person and Office completing this survey form

Happy Community Technical Institute will hold all information furnished by you in strict confidence.

APPENDIX C

Appendix C contains the insturment used for the follow-up of graduates and early leavers.

Appendix C

Dear Former Student,

The staff of Friends Technical Institute is conducting a follow-up study of all students who left Friends Technical Institute during the past school year. We ask that you complete the questionnaire below and return it in the stamped envelope which is enclosed. This information will be of great value to Forsyth Technical Institute in planning for future students. Your cooperation is appreciated.

Sincerely,

Mrs. Betty R. Ready
Counselor for Institutional Research

CONFIDENTIAL

FRIENDS TECHNICAL INSTITUTE
STUDENT FOLLOW-UP

DATE_____
CURRICULUM NO._____

Name_____ Soc. Sec. No._____
(Last) (First) (Middle)

Address_____
Number/Street City/State Zip Code

Employer (Name of Company) _____

Company Address_____
Number/Street City/State Zip Code

Job Title_____

Approximate monthly salary_____

Did F.T.I. training help you in performing the above job? Yes_____ No____

If not employed, what is your present status? _____

_____

Any comments you wish to make: _____

_____

_____

_____

APPENDIX D

Appendix D contains the print-outs for the compilation of the data collected by the three surveys.

FRIENDLY HS
STUDENT ASPIRATIONS SURVEY
SENIOR BOYS

Appendix D

STUDENT NAME AND ADDRESS	EDUCATIONAL PLANS	CAREER INTEREST	CURRICULUM INTEREST
BILL ANDERS BOX 20 TREES	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	BRICKMASON AUTO BODY REPAIR MECHANIC MACHINIST, MAINTENANCE	FOREST MANAGEMENT TECHNOLOGY AUTOMOTIVE MECHANICS MASONRY
BILLY ANDREWS RT. 21 BOX 21 FACE	FOUR YEAR COLLEGE OR UNIVERSITY	CAMERMAN LAWYER BIOCHEMIST	GENERAL OFFICE TECHNOLOGY SECRETARIAL EXECUTIVE LIGHT CONSTRUCTION
SAM BALD BOX 22 CANESVILLE	MILITARY SERVICE	SALES AND DISTRIBUTION MANAGER BRICKMASON	AUTOMOTIVE MECHANICS LIGHT CONSTRUCTION MASONRY
		CARPENTER AUTOMOTIVE MECHANIC	AUTOMOTIVE MECHANICS DIESEL VEHICLE MAINTENANCE LIGHT CONSTRUCTION
FRANK BEETS GEN. DEL. DESKVILLE	FOUR YEAR COLLEGE OR UNIVERSITY	DENTIST PHARMACIST PHYSICIAN	BUSINESS ADMINISTRATION PRE MEDICAL
KEN BEN RT.23, BOX 23 FUNS	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	MOTORCYCLE MECHANIC MECHANIC, SMALL MOTORS TECHNICIAN, ELECTRICAL ENGINEE	AUTOMOTIVE MECHANICS MINERALS TECHNOLOGY DIESEL VEHICLE MAINTENANCE
HERBIE BLANK BOX 24 PLACES	FOUR YEAR COLLEGE OR UNIVERSITY	BIOLOGIST TEACHER, SECONDARY FORESTER	BUSINESS ADMINISTRATION TECHNICAL GUIDED STUDIES PREPA FOREST MANAGEMENT TECHNOLOGY
BOB BOOKS RT. 25, BOX 25 BOOKLAND	WORK WITH NO FURTHER TRAINING	AUTOMOTIVE MECHANIC CARPENTER	AUTOMOTIVE MECHANICS DIESEL VEHICLE MAINTENANCE LIGHT CONSTRUCTION
BILL BRACE BOX 26 WHOOTS	JUNIOR COLLEGE	SCIENCE, POLITICAL COMPUTER PROGRAMMER, BUSINESS PSYCHOLOGIST	
JIM BUCK P. O. 27 LEGSVILLE	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	AUTOMOTIVE MECHANIC DIESEL MECHANIC WELDER, FLAMECUTTER	AUTOMOTIVE MECHANICS DIESEL VEHICLE MAINTENANCE LIGHT CONSTRUCTION
LARRY BUCKS GEN. DEL. HEMS	WORK WITH NO FURTHER TRAINING	RECREATIONAL OCCUPATIONS MOTORCYCLE MECHANIC TIRE RECAPPER	DIESEL VEHICLE MAINTENANCE MINERALS TECHNOLOGY AUTOMOTIVE MECHANICS
KENNY BURNT RT. 28, BOX 28 WHERE	FOUR YEAR COLLEGE OR UNIVERSITY	COMMERCIAL ARTIST MUSICIAN COMPOSER	SECRETARIAL MEDICAL ACCOUNTING PRACTICAL NURSING
	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	AUTOMOTIVE MECHANIC MOTORCYCLE MECHANIC RADIO AND TV BROADCASTER	AUTOMOTIVE MECHANICS DIESEL VEHICLE MAINTENANCE VOCATIONAL GUIDED STUDIES PREP

GREAT HS
STUDENT ASPIRATIONS SURVEY
SENIOR GIRLS

STUDENT NAME AND ADDRESS	EDUCATIONAL PLANS	CAREER INTEREST	CURRICULUM INTEREST
ANN A. ANNE ROUTE 1, BOX 1 FUNLAND	FOUR YEAR COLLEGE OR UNIVERSITY	ACTOR, ACTRESS TEACHER, SECONDARY	PRE DRAMA
LORNA ARM RT. 2, BOX 2 HOPEVILLE	WORK WITH NO FURTHER TRAINING	SECRETARY, EXECUTIVE AND GENER RECEPTIONIST BEAUTICIAN SECRETARY, LEGAL NURSE, PRACTICAL COMMERCIAL ARTIST	GENERAL OFFICE TECHNOLOGY SECRETARIAL EXECUTIVE ACCOUNTING SECRETARIAL LEGAL PRACTICAL NURSING EARLY CHILDHOOD SPECIALIST
KAY BEAR RT. 3, BOX 3 NICELAND	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	COMMERCIAL ARTIST DECORATOR, INTERIOR POLICE OCCUPATIONS	EARLY CHILDHOOD SPECIALIST PRACTICAL NURSING CHILD CARE WORKER
KAYE BEN RT. 4, BOX 4 HAPPYLAND	FOUR YEAR COLLEGE OR UNIVERSITY	CRAFTSMAN, BUILDING TRADES DRAFTSMAN, MECHANICAL CARPENTER	AUTOMOTIVE MECHANICS DIESEL VEHICLE MAINTENANCE ELECTRICAL INSTALLATION AND MA
ANNIE BEANN ~~RT. 5, BOX 5~~ POTSVILLE	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	SECRETARY, EXECUTIVE AND GENER PSYCHOLOGIST SECURITY SERVICE WORKER	SECRETARIAL EXECUTIVE SECRETARIAL MEDICAL EARLY CHILDHOOD SPECIALIST
NANCY BLAKEY RT. 6, BOX 6 NEW PLACE	JUNIOR COLLEGE	DESIGNER, FASHION ADVERTISING MANAGER COMMERCIAL ARTIST	SECRETARIAL MEDICAL VOCATIONAL GUIDED STUDIES PREP TECHNICAL GUIDED STUDIES PREPA
JANY BRAINS BOX 7 BOXSVILLE	FOUR YEAR COLLEGE OR UNIVERSITY	TEACHER, SECONDARY MUSICIAN ANTHROPOLOGIST BEAUTICIAN CASHIER RECREATIONAL OCCUPATIONS	EARLY CHILDHOOD SPECIALIST COSMETOLOGY
JAN BURNS BOX 8 RULERS	FOUR YEAR COLLEGE OR UNIVERSITY	TEACHER, SECONDARY TEACHER, ELEMENTARY COMPUTER PROGRAMMER, BUSINESS	SECRETARIAL EXECUTIVE BUSINESS ADMINISTRATION CHILD CARE WORKER
FRAN BURNY BOX 9 FRANSVILLE	TECHNICAL INSTITUTE OR COMMUNITY COLLEGE	SECRETARY, EXECUTIVE AND GENER SECRETARY, LEGAL	SECRETARIAL EXECUTIVE SECRETARIAL LEGAL
DEB CAN RT. 10, BOX 10 LAKES	FOUR YEAR COLLEGE OR UNIVERSITY	POLICE OCCUPATIONS PSYCHOLOGIST	SECRETARIAL LEGAL
DOT CAR BOX 11 THIS PLACE	WORK WITH NO FURTHER TRAINING	CLERK, STOCK BEAUTICIAN CASHIER	EARLY CHILDHOOD SPECIALIST CHILD CARE WORKER SECRETARIAL EXECUTIVE

"NICE, FRIENDLY, HAPPY
SERVICE OCCUPATIONS

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
330.3710	BARBER	6	6	0	.0255	0	0	0
332.2710	BEAUTICIAN	51	92	41	.0255	2	10	51
211.4680	CASHIER	17	17	0	.0402	1	5	5
313.1310	CHEF	6	7	1	.0300	0	0	1
313.3810	COOK, TRAINED	81	97	16	.0300	3	15	31
382.8840	CUSTODIAL AGENT	9	12	3	.0253	0	0	3
359.8780	DAYCARE TEACHER	29	40	11	.0330	1	5	16
079.3781	DENTAL ASSISTANT	2	2	0	.0391	0	0	0
072.1080	DENTIST	3	3	0	.0297	0	0	0
905.8830	DRIVER	65	66	1	.0090	1	5	6
012.1680	ENGINEER, INDUSTRIAL	16	16	0	.0099	0	0	0
311.8780	FOOD SERVICE WORKER	107	131	24	.0338	4	20	44
187.1680	FUNERAL DIRECTOR, EMBALMER	6	10	4	.0255	0	0	4
407.8840	GROUNDSKEEPER	20	30	10	.0253	1	5	15
355.8780	HOSPITAL ATTENDANT	12	20	6	.0428	1	5	13
310.8680	HOSTESS	3	3	0	.0310	0	0	0
616.3800	MACHINE OPERATOR	35	36	0	.0213	1	5	5
354.8780	NURSE, PRACTICAL	75	96	20	.0508	4	20	40
355.8781	NURSING ASSISTANT	127	150	23	.0428	6	30	53
070.1080	PHYSICIAN	6	6	0	.0217	0	0	0
375.2680	POLICE OCCUPATIONS	4	7	3	.0140	0	0	3
372.8680	SECURITY SERVICE WORKER	18	24	6	.0228	0	0	6

NICE

STUDENT CAREER INTEREST

DOT CODE	CAREERS MARKED BY AT LEAST ONE STUDENT	FIRST CHOICE MALE	FIRST CHOICE FEMALE	SECOND CHOICE MALE	SECOND CHOICE FEMALE	THIRD CHOICE MALE	THIRD CHOICE FEMALE	TOTAL ALL CHOICES MALE	TOTAL ALL CHOICES FEMALE	TOTAL
160.1880	ACCOUNTANT	3	3	1	1	0	3	4	7	11
150.0480	ACTOR, ACTRESS	0	2	0	1	0	0	0	3	3
164.1180	ADVERTISING MANAGER	0	1	0	1	0	0	0	2	2
055.0880	ANTHROPOLOGIST	0	0	0	0	0	1	0	1	1
001.0810	ARCHITEC	0	0	1	0	0	0	1	0	1
807.3810	AUTO BODY REPAIR MECHANIC	2	1	3	0	0	0	5	1	6
602.2810	AUTOMOTIVE MECHANIC	7	0	6	0	5	1	18	1	19
332.2710	BEAUTICIAN	1	5	0	2	0	3	1	10	11
041.0811	BIOCHEMIST	0	0	0	0	1	0	1	0	1
041.0810	BIOLOGIST	1	0	1	2	0	0	2	2	4
210.3880	BOOKKEEPER	0	2	1	2	1	3	2	7	9
861.3810	BRICKMASON	4	0	1	0	2	0	7	0	7
143.0620	CAMERMAN	2	1	0	1	0	0	2	2	4
860.3810	CARPENTER	6	0	1	1	5	1	12	2	14
211.4680	CASHIER	0	0	0	2	0	1	0	3	3
219.4680	CLERK, ACCOUNTING	0	0	1	1	0	0	1	1	2
219.3691	CLERK, ADMINISTRATIVE	0	0	0	0	0	1	0	1	1
223.3870	CLERK, STOCK	0	3	0	0	0	1	0	4	4
215.4680	CLERK, PAYROLL/TIMEKEEPING	0	0	0	1	0	0	0	1	1
141.0810	COMMERCIAL ARTIST	1	1	0	1	0	2	1	4	5
152.0680	COMPOSER	0	0	0	0	1	0	1	0	1
213.3820	COMPUTER OPERATOR	0	0	1	0	0	0	1	0	1
213.3821	COMPUTER PERIPHERAL EQUIPMENT	0	0	0	0	1	0	1	0	1
020.1880	COMPUTER PROGRAMMER, BUSINESS	1	1	1	0	0	1	2	2	4
020.1881	COMPUTER PROGRAMMER, SCIENTIFI	1	0	0	0	1	0	2	0	2
166.2681	COUNSELOR, PERSONNEL	0	0	0	0	0	1	0	1	1
237.1680	COUNSELOR, TRAVEL	0	1	0	0	0	1	0	2	2
151.0480	DANCER	0	1	0	0	0	0	0	1	1
359.8780	DAYCARE TEACHER	0	1	0	3	0	2	0	6	6
142.0510	DECORATOR, INTERIOR	0	1	0	1	0	2	0	4	4
079.3781	DENTAL ASSISTANT	0	1	0	0	0	0	0	1	1
072.1080	DENTIST	2	0	0	0	1	0	3	0	3
142.0810	DESIGNER, FASHION	0	1	0	0	0	0	0	1	1
142.0511	DESIGNER, INTERIOR	0	0	0	1	0	0	0	1	1
625.2810	DIESEL MECHANIC	1	0	3	0	2	0	6	0	6
077.1680	DIETICIAN	0	3	0	0	0	0	0	3	3
001.2810	CRAFTSMAN, BUILDING TRADES	2	1	0	0	1	0	3	1	4
007.2610	CRAFTSMAN, MECHANICAL	0	0	1	1	0	0	1	1	2
905.8830	DRIVER	1	0	0	0	0	0	1	0	1
824.2810	ELECTRICIAN	2	0	1	0	1	0	4	0	4
006.0810	ENGINEER, CERAMIC	1	0	0	0	0	0	1	0	1
003.0810	ENGINEER, ELECTRICAL	1	0	0	0	0	0	1	0	1
012.1680	ENGINEER, INDUSTRIAL	0	0	3	0	2	0	5	0	5
356.3810	FARRIER	0	0	2	0	0	0	2	0	2
379.1680	FISH AND GAME MANAGER	2	0	2	0	0	0	4	0	4
311.8780	FOOD SERVICE WORKER	0	0	0	1	0	0	0	1	1
040.0811	FORESTER	2	0	0	0	1	0	3	0	3
187.1680	FUNERAL DIRECTOR, EMBALMER	1	4	1	0	1	0	3	4	7
407.8840	GROUNDSKEEPER	0	0	1	0	0	0	1	0	1
355.8780	HOSPITAL ATTENDANT	0	0	0	1	0	0	0	1	1

ALL HIGH SCHOOLS SURVEYED
CURRICULUMS NOT OFFERED AT MAYLAND TECHNICAL INSTITUTE
IN WHICH STUDENTS WOULD LIKE TO ENROLL
THROUGH A TECHNICAL INSTITUTE OR COMMUNITY COLLEGE

	TOTALS
ARCHITECTURAL TECHNOLOGY	1
ASSOCIATE DEGREE NURSING REGIS	4
AUTOMOTIVE BODY REPAIR	2
AVIATION MAINTENANCE TECHNOLOG	1
CARPENTRY AND CABINETMAKING	1
COMMERCIAL ART AND ADVERTISING	2
COMPUTER MAINTENANCE	1
COMPUTER OPERATOR	2
COSMETOLOGY	3
DENTAL HYGIENE	2
DENTAL LABORATORY TECHNOLOGY	1
DRAFTING BUILDING TRADES	1
DRAFTING MECHANICAL	2
ELECTRONIC DATA PROCESSING BUS	2
FISH AND WILDLIFE MANAGEMENT T	2
FOREST MANAGEMENT TECHNOLOGY	4
HEAVY EQUIPMENT OPERATOR	1
INDUSTRIAL ENGINEERING TECHNOL	1
INTERIOR DESIGN	1
JOURNALISM	2
KNITTING MACHINE FIXING	1
LIBRARY ASSISTANT	2
MARINE LABORATORY TECHNOLOGY	1
MARKETING AND RETAILING TECHNO	2
MEDICAL LABORATORY TECHNOLOGY	1
MORTUARY SCIENCE	1
NURSE ASSISTANT	1
ORNAMENTAL HORTICULTURE TECHNO	2
PHOTOGRAPHY TECHNOLOGY	1
PHYSICAL THERAPY ASSISTANT	1
POLICE SCIENCE	4
PRE-AGRICULTURE	1
PRE ART	3
PRE DRAMA	1
PRE LAW	1
PRE MUSIC	1
PRE SOCIAL WORK	2
PRE TEACHING SECONDARY	1
RADIO AND TELEVISION BROADCAST	1
RADIOLOGIC TECHNOLOGY	2
SMALL ENGINE AND EQUIPMENT REP	2
WELDING	1

ALL HIGH SCHOOLS SURVEYED
STUDENT CURRICULUM INTEREST

AREAS OF STUDY AT MAYLAND TECHNICAL INSTITUTE	FIRST CHOICE		SECOND CHOICE		THIRD CHOICE		TOTAL ALL CHOICES		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
PRE ART	1	0	0	0	0	0	1	0	1
FOREST MANAGEMENT TECHNOLOGY	1	0	0	0	0	0	1	0	1
FISH AND WILDLIFE MANAGEMENT T	0	0	1	0	0	0	1	0	1
ACCOUNTING	1	4	3	1	3	5	7	10	17
BUSINESS ADMINISTRATION	9	4	3	2	1	7	13	13	26
SECRETARIAL EXECUTIVE	0	20	0	10	0	5	0	35	35
SECRETARIAL LEGAL	0	8	0	10	0	5	0	23	23
SECRETARIAL MEDICAL	0	5	0	14	0	7	0	26	26
GENERAL OFFICE TECHNOLOGY	0	3	0	5	1	7	1	15	16
ARCHITECTURAL TECHNOLOGY	1	0	0	0	0	0	1	0	1
ASSOCIATE DEGREE NURSING REGIS	0	0	0	1	0	0	0	1	1
RADIOLOGIC TECHNOLOGY	0	1	0	0	1	0	1	1	2
COMMERCIAL ART AND ADVERTISING	0	0	1	0	0	0	1	0	1
EARLY CHILDHOOD SPECIALIST	0	6	0	5	0	4	0	15	15
TECHNICAL GUIDED STUDIES PREPA	0	1	1	2	1	1	2	4	6
MEDICAL LABORATORY TECHNOLOGY	0	0	1	0	0	1	1	1	2
BANKING AND FINANCE	0	0	0	0	1	0	1	0	1
MINERALS TECHNOLOGY	0	0	1	0	1	0	2	0	2
AUTOMOTIVE BODY REPAIR	0	0	0	0	1	0	1	0	1
AUTOMOTIVE MECHANICS	31	0	11	0	4	1	46	1	47
COSMETOLOGY	0	0	0	0	0	2	0	2	2
DIESEL VEHICLE MAINTENANCE	3	0	17	0	9	0	29	0	29
ELECTRICAL INSTALLATION AND MA	4	0	4	0	8	0	16	0	16
LIGHT CONSTRUCTION	2	0	8	0	6	0	18	0	18
PRACTICAL NURSING	1	11	0	3	0	4	1	18	19
RADIO AND TELEVISION BROADCAST	0	0	0	0	1	0	1	0	1
CHILD CARE WORKER	1	4	0	12	1	7	2	23	25
MASONRY	0	0	0	0	0	0	1	0	1
OPERATING ROOM TECHNICIAN	0	1	0	0	0	0	0	1	1
VOCATIONAL GUIDED STUDIES PREP	3	0	1	0	4	3	8	3	11
TOTAL ALL CURRICULUMS	58	68	52	55	46	59			

TOTAL NUMBER OF STUDENTS SURVEYED IN ALL HIGH SCHOOLS = 408

STUDENT FOLLOW-UP REPORT

TO18 - BUSINESS ADMINISTRATION
1972-73 ELMS

	COMPANY	JOB TITLE	MONTHLY SALARY	WAS TRAINING USEFUL
JAY WISE	CASHIER	CASHIER	580.00	YES
MIKE HAM	LAB TECHNICIAN	LABORATORY TECHNICIAN	400.00	NO
LARRY WHY	LAB WORKER	LABORATORY TECHNICIAN	360.00	
HENRY WHO	CREDIT ADJUSTER	COLLECTOR AND ADJUSTOR	375.00	YES
RICK HIS	OFFICE MGR	OFFICE MANAGER	350.00	NO
BEN LEGS	CARPENTER	CARPENTER	0.00	
RANDY DESK	SHIPPER	CLERK, SHIPPING AND RECEIVING	450.00	YES
HANK SHOW	CLOTH ROOM SUPERV	FOREMAN, TEXTILE	1000.00	
LYNN FANS	SECRETARY	SECRETARY, EXECUTIVE AND GENERAL	0.00	YES
KEN FACE	ASST MGR	RETAIL STORE MANAGER	600.00	YES
DON FLOOR	WAREHOUSE SUPERVISOR	FOREMAN, TEXTILE	630.00	YES
LARRY WHAT	SALES	SALES AND DISTRIBUTION MANAGER	0.00	
PAUL SUNNY	LOOM FIXER	FIXER	575.00	NO
SUSIE CAKES	HOUSEWIFE			

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
330.3710	BARBER	6	6	0	.0255	0	0	0
332.2710	BEAUTICIAN	51	92	41	.0255	2	10	51
211.4680	CASHIER	17	17	0	.0402	1	5	5
313.1310	CHEF	6	7	1	.0300	0	0	1
313.3810	COOK, TRAINED	81	97	16	.0300	3	15	31
382.8840	CUSTODIAL AGENT	9	12	3	.0253	0	0	3
359.8780	DAYCARE TEACHER	29	40	11	.0330	1	5	16
079.3781	DENTAL ASSISTANT	2	2	0	.0391	0	0	0
072.1080	DENTIST	3	3	0	.0297	0	0	0
905.8830	DRIVER	65	66	1	.0090	1	5	6
012.1880	ENGINEER, INDUSTRIAL	16	16	0	.0099	0	0	0
311.8780	FOOD SERVICE WORKER	107	131	24	.0338	4	20	44
187.1680	FUNERAL DIRECTOR, EMBALMER	6	10	4	.0255	0	0	4
407.8840	GROUNDSKEEPER	20	30	10	.0253	1	5	15
355.8780	HOSPITAL ATTENDANT	12	20	8	.0428	1	5	13
310.8680	HOSTESS	3	3	0	.0310	0	0	0
616.3890	MACHINE OPERATOR	36	36	0	.0213	1	5	5
354.8780	NURSE, PRACTICAL	76	96	20	.0508	4	20	40
355.8781	NURSING ASSISTANT	127	150	23	.0428	6	30	53
070.1080	PHYSICIAN	6	6	0	.0217	0	0	0
375.2680	POLICE OCCUPATIONS	4	7	3	.0140	0	0	3
372.8680	SECURITY SERVICE WORKER	18	24	6	.0228	0	0	6

MAINTENANCE, CONSTRUCTION, REPAIR AND POWERPLANT OCCUPATIONS

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
807.3810	AUTO BODY REPAIR MECHANIC	14	37	23	.0136	0	0	23
602.2810	AUTOMOTIVE MECHANIC	44	60	16	.0102	1	5	21
861.3810	BRICKMASON	39	57	18	.0118	1	5	23
860.3810	CARPENTER	522	775	253	.0205	13	65	318
382.8840	CUSTODIAL AGENT	4	6	2	.0253	0	0	2
625.2810	DIESEL MECHANIC	10	16	6	.0136	0	0	6
905.8830	DRIVER	104	118	14	.0090	1	5	19
824.2810	ELECTRICIAN	52	84	32	.0051	0	0	32
407.8840	GROUNDSKEEPER	11	0	-11	.0253	0	0	0
862.8840	LABORER	136	172	36	.0151	2	10	46
821.3810	LINEMAN	11	13	2	.0066	0	0	2
616.3800	MACHINE OPERATOR	762	1012	250	.0213	19	95	345
600.2800	MACHINIST, MAINTENANCE	66	89	23	.0135	1	5	28
899.2810	MAINTENANCE MAN, GENERAL UTILITY	105	152	47	.0145	2	10	57
637.2810	MECHANIC, HEATING AND AIRCONDITIONING	4	4	0	.0136	0	0	0
638.2810	MECHANIC, MAINTENANCE	48	74	26	.0136	1	5	31
721.2810	MECHANIC, SMALL MOTORS	10	17	7	.0136	0	0	7
638.2811	MILLWRIGHT	3	3	0	.0110	0	0	0
862.2810	OILBURNER MAN	3	3	0	.0136	0	0	0
840.8840	PAINTER	32	54	22	.0195	1	5	27
862.3810	PLUMBER AND/OR PIPEFITTER	71	119	48	.0132	1	5	53
710.2810	REPAIRMAN, INSTRUMENT	6	11	5	.0136	0	0	5
710.2811	REPAIRMAN, RADIO AND TV	0	4	4	.0075	0	0	4
804.2810	SHEET METAL WORKER	4	6	2	.0091	0	0	2
019.2810	TECHNICIAN, QUALITY CONTROL	12	18	6	.0036	0	0	6

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
164.1180	ADVERTISING MANAGER	13	18	5	.0193	0	0	5
183.1180	BRANCH MANAGER	67	88	21	.0193	1	5	26
219.3883	BUDGET MANAGER	12	14	2	.0193	0	0	2
211.4680	CASHIER	1	1	0	.0402	0	0	0
280.3580	DISTRIBUTOR AND DEALER	10	10	0	.0264	0	0	0
905.8830	DRIVER	20	30	10	.0090	0	0	10
781.1320	FOREMAN, TEXTILE	32	40	8	.0172	1	5	13
189.1180	GENERAL MANAGER	4	4	0	.0193	0	0	0
186.2880	MORTGAGE AND LOAN OFFICER	2	2	0	.0232	0	0	0
169.1680	OFFICE MANAGER	2	2	0	.0193	0	0	0
166.1180	PERSONNEL AND TRAINING MANAGER	23	29	6	.0193	1	5	11
189.1181	PLANT MANAGER	69	76	7	.0193	1	5	12
165.0680	PUBLIC RELATIONS MANAGER	11	13	2	.0193	0	0	2
162.1581	PURCHASING AGENT	4	4	0	.0206	0	0	0
162.1580	PURCHASING MANAGER	16	19	3	.0206	0	0	3
187.1180	RECREATION DIRECTOR	1	1	0	.0255	0	0	0
162.1180	SALES AND DISTRIBUTION MANAGER	50	56	6	.0193	1	5	11

TECHNICIAN OCCUPATIONS

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
001.0810	ARCHITEC	2	2	0	.0237	0	0	0
141.0810	COMMERCIAL ARTIST	1	1	0	.0255	0	0	0
973.3810	COMPOSITOR	6	13	7	.0122	0	0	7
020.1880	COMPUTER PROGRAMMER, BUSINESS	2	4	2	.0036	0	0	2
079.3781	DENTAL ASSISTANT	4	4	0	.0391	0	0	0
I42.0511	DESIGNER, INTERIOR	1	2	1	.0192	0	0	1
001.2810	DRAFTSMAN, BUILDING TRADES	2	6	4	.0078	0	0	4
007.2810	DRAFTSMAN, MECHANICAL	1	2	1	.0078	0	0	1
905.8830	DRIVER	16	20	4	.0090	0	0	4
006.0810	ENGINEER, CERAMIC	1	1	0	.0097	0	0	0
012.1880	ENGINEER, INDUSTRIAL	2	4	2	.0099	0	0	2
187.1680	FUNERAL DIRECTOR, EMBALMER	4	4	0	.0255	0	0	0
189.1180	GENERAL MANAGER	2	2	0	.0193	0	0	0
079.3680	INHALATION THERAPIST	7	9	2	.0391	0	0	2
862.8840	LABORER	4	5	1	.0151	0	0	1
078.3810	MEDICAL TECHNICIAN	11	15	4	.0402	1	5	9
354.8780	NURSE, PRACTICAL	2	2	0	.0508	0	0	0
079.3780	OPERATING ROOM TECHNICIAN	2	6	4	.0391	0	0	4
040.0810	ORNAMENTAL HORTICULTURIST	103	119	16	.0255	3	15	31
074.1810	PHARMACIST	1	1	0	.0293	0	0	0
079.3782	PHYSICAL THERAPIST	1	2	1	.0391	0	0	1
070.1080	PHYSICIAN	2	2	0	.0217	0	0	0
159.1480	RADIO AND TV BROADCASTER	4	6	2	.0043	0	0	2
070.1081	RADIOLOGIST	4	6	2	.0401	0	0	2
075.3780	REGISTERED NURSE	62	87	25	.0440	3	15	40
018.1480	SURVEYOR	14	29	15	.0048	0	0	15

SALES OCCUPATIONS

D-11

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
211.4680	CASHIER	4	6	2	.0402	0	0	2
223.3870	CLERK, STOCK	12	12	0	.0322	0	0	0
382.8840	CUSTODIAL AGENT	8	8	0	.0253	0	0	0
609.6840	INSPECTOR	21	29	8	.0157	0	0	8
219.3883	INSURANCE CLERK	1	2	1	.0322	0	0	1
250.2580	INSURANCE SALESMAN	10	16	6	.0264	0	0	6
250.3580	REAL ESTATE SALESMAN	48	60	12	.0264	1	5	17
162.1180	SALES AND DISTRIBUTION MANAGER	4	8	4	.0193	0	0	4
290.4780	SALES CLERK	155	189	34	.0264	5	25	59

CLERICAL OCCUPATIONS

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
210.3880	BOOKKEEPER	125	158	33	.0425	6	30	63
211.4680	CASHIER	5	5	0	.0402	0	0	0
219.4883	CLERK, ACCOUNTING	95	128	33	.0418	5	25	58
206.3880	CLERK, FILE	14	20	6	.0322	1	5	11
209.3880	CLERK, GENERAL	69	83	14	.0322	2	10	24
223.3880	CLERK, INVENTORY	14	21	7	.0322	1	5	12
205.2680	CLERK, PERSONNEL	13	18	5	.0322	0	0	5
221.3880	CLERK, PRODUCTION	18	31	13	.0322	1	5	18
222.3870	CLERK, SHIPPING AND RECEIVING	28	32	4	.0159	0	0	4
223.3870	CLERK, STOCK	30	45	15	.0322	1	5	20
215.4880	CLERK, PAYROLL/TIMEKEEPING	58	70	12	.0322	2	10	22
240.3880	COLLECTOR AND ADJUSTOR	27	28	1	.0322	1	5	6
213.3820	COMPUTER OPERATOR	6	9	3	.0322	0	0	3
213.3821	COMPUTER PERIPHERAL EQUIPMENT OPERATOR	8	15	7	.0350	0	0	7
382.8840	CUSTODIAL AGENT	0	4	4	.0253	0	0	4
407.8840	GROUNDSKEEPER	8	8	0	.0253	0	0	0
219.3883	INSURANCE CLERK	4	5	1	.0322	0	0	1
213.5820	KEYPUNCH OPERATOR	5	6	1	.0322	0	0	1
616.3800	MACHINE OPERATOR	18	25	7	.0213	0	0	7
237.3680	RECEPTIONIST	24	30	6	.0322	1	5	11
201.3680	SECRETARY, EXECUTIVE AND GENERAL	129	161	32	.0483	7	35	67
201.3681	SECRETARY, LEGAL	6	7	1	.0483	0	0	1
201.3682	SECRETARY, MEDICAL	17	24	7	.0483	1	5	12
202.3883	STENOGRAPHER	32	41	9	.0483	2	10	19
235.8620	SWITCHBOARD OPERATOR	42	50	8	.0468	2	10	18

PRODUCTION (PLANT) OPERATIONS

DOT CODE	OCCUPATION	EMPLOYMENT 1973	ANTICIPATED EMPLOYMENT 1978	GROWTH	ANNUAL REPLACEMENT RATE	ANNUAL REPLACEMENT	5 YEAR REPLACEMENT	5 YEAR NEED
973.3810	COMPOSITOR	3	3	0	.0122	0	0	0
609.6840	INSPECTOR	140	141	1	.0157	2	10	11

OCCUPATIONS REPORTED BY BUSINESSES AND INDUSTRIES

ASSIGNED OCCUPATION CODE	OCCUPATIONAL TITLE	GROUP CODE
164.1180	ADVERTISING MANAGER	C
001.0810	ARCHITEC	D
807.3810	AUTO BODY REPAIR MECHANIC	B
602.2810	AUTOMOTIVE MECHANIC	B
330.3710	BARBER	A
332.2710	BEAUTICIAN	A
210.3882	BOOKKEEPER	F
183.1180	BRANCH MANAGER	C
861.3810	BRICKMASON	B
219.3880	BUDGET MANAGER	C
860.3810	CARPENTER	B
211.4680	CASHIER	C
211.4680	CASHIER	F
211.4680	CASHIER	E
211.4680	CASHIER	A
313.1310	CHEF	A
219.4882	CLERK, ACCOUNTING	F
206.3880	CLERK, FILE	F
209.3880	CLERK, GENERAL	F
223.3880	CLERK, INVENTORY	F
205.2680	CLERK, PERSONNEL	F
221.3882	CLERK, PRODUCTION	F
222.3870	CLERK, SHIPPING AND RECEIVING	F
223.3870	CLERK, STOCK	F
223.3870	CLERK, STOCK	E
215.4880	CLERK,PAYROLL/TIMEKEEPING	F
240.3880	COLLECTOR AND ADJUSTOR	F
141.0810	COMMERCIAL ARTIST	D
973.3810	COMPOSITOR	G
973.3810	COMPOSITOR	D
213.3820	COMPUTER OPERATOR	F
213.3821	COMPUTER PERIPHERAL EQUIPMENT OPERATOR	F
020.1880	COMPUTER PROGRAMMER, BUSINESS	D
313.3810	COOK, TRAINED	A
382.8840	CUSTODIAL AGENT	B
382.8840	CUSTODIAL AGENT	A
382.8840	CUSTODIAL AGENT	E
382.8840	CUSTODIAL AGENT	F
359.8780	DAYCARE TEACHER	A
079.3781	DENTAL ASSISTANT	A
079.3781	DENTAL ASSISTANT	D
072.1080	DENTIST	A
142.0511	DESIGNER, INTERIOR	D
625.2810	DIESEL MECHANIC	B
280.3580	DISTRIBUTOR AND DEALER	C
001.2810	DRAFTSMAN, BUILDING TRADES	D
007.2810	DRAFTSMAN, MECHANICAL	D
905.8830	DRIVER	C
905.8830	DRIVER	B
905.8830	DRIVER	A
905.8830	DRIVER	D

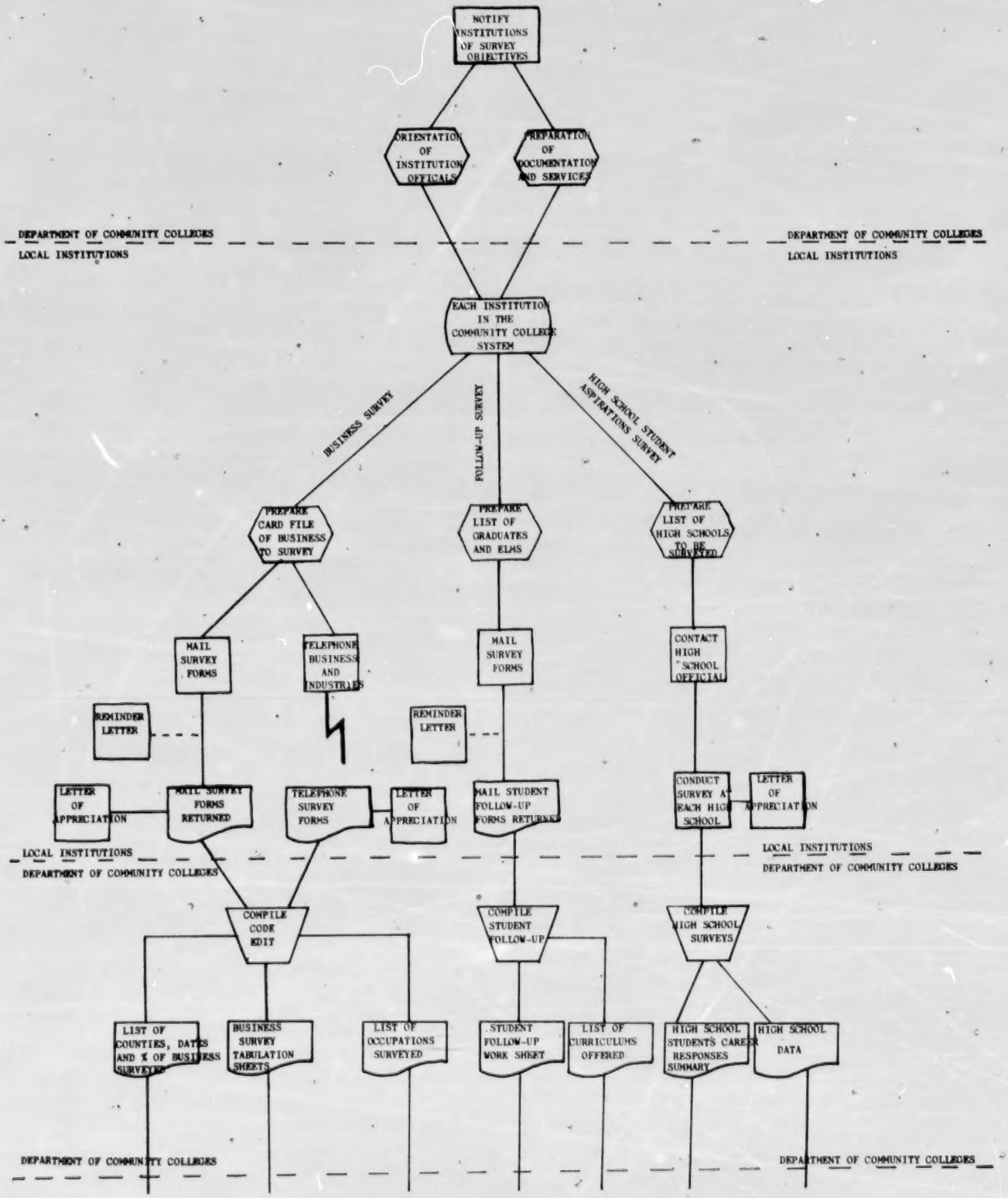
ASSIGNED OCCUPATION CODE	OCCUPATIONAL TITLE	GROUP CODE
824.2810	ELECTRICIAN	B
006.0810	ENGINEER, CERAMIC	D
012.1380	ENGINEER, INDUSTRIAL	D
012.1880	ENGINEER, INDUSTRIAL	A
311.8780	FOOD SERVICE WORKER	A
781.1320	FOREMAN, TEXTILE	C
187.1680	FUNERAL DIRECTOR, EMBALMER	A
187.1680	FUNERAL DIRECTOR, EMBALMER	D
189.1180	GENERAL MANAGER	D
189.1180	GENERAL MANAGER	C
407.8840	GROUNDSKEEPER	F
407.8840	GROUNDSKEEPER	A
407.8840	GROUNDSKEEPER	B
355.8780	HOSPITAL ATTENDANT	A
310.8680	HOSTESS	A
079.3680	INHALATION THERAPIST	D
609.6840	INSPECTOR	G
609.6840	INSPECTOR	E
219.3883	INSURANCE CLERK	F
219.3883	INSURANCE CLERK	E
250.2580	INSURANCE SALESMAN	E
213.5820	KEYPUNCH OPERATOR	F
862.8840	LABORER	D
862.8840	LABORER	B
821.3810	LINEMAN	B
616.3800	MACHINE OPERATOR	B
616.3800	MACHINE OPERATOR	F
616.3800	MACHINE OPERATOR	A
600.2800	MACHINIST, MAINTENANCE	B
899.2810	MAINTENANCE MAN, GENERAL UTILITY	B
637.2810	MECHANIC, HEATING AND AIRCONDITIONING	B
638.2810	MECHANIC, MAINTENANCE	B
721.2810	MECHANIC, SMALL MOTORS	B
078.3810	MEDICAL TECHNICIAN	D
638.2811	MILLWRIGHT	B
186.2880	MORTGAGE AND LOAN OFFICER	C
354.8780	NURSE, PRACTICAL	A
354.8780	NURSE, PRACTICAL	D
355.8781	NURSING ASSISTANT	A
169.1680	OFFICE MANAGER	C
862.2810	OILBURNER MAN	B
079.3780	OPERATING ROOM TECHNICIAN	D
040.0810	ORNAMENTAL HORTICULTURIST	D
840.8840	PAINTER	B
166.1180	PERSONNEL AND TRAINING MANAGER	C
074.1810	PHARMACIST	D
079.3782	PHYSICAL THERAPIST	D
070.1080	PHYSICIAN	D
070.1080	PHYSICIAN	A
189.1181	PLANT MANAGER	C
862.3810	PLUMBER AND/OR PIPEFITTER	B

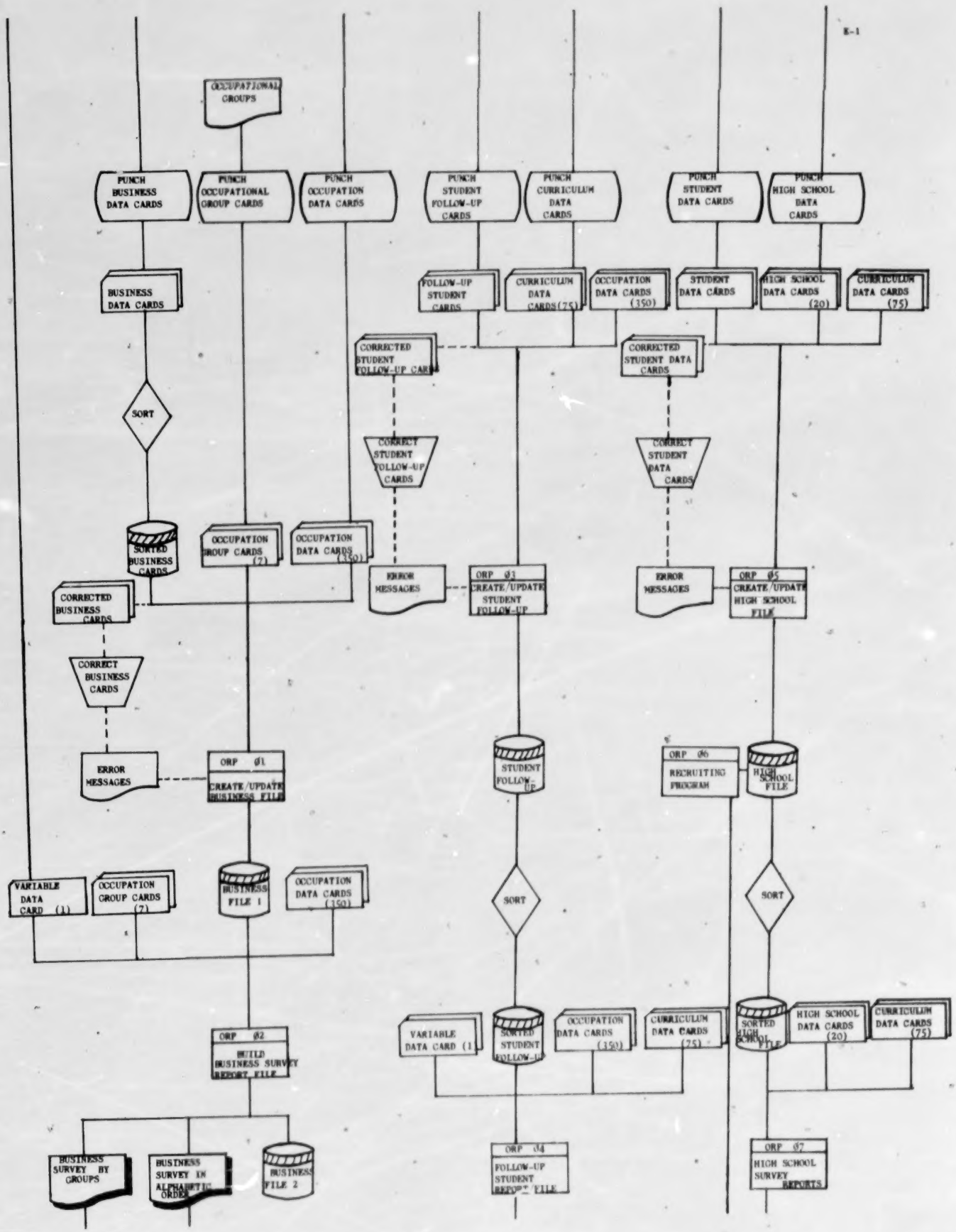
ASSIGNED OCCUPATION CODE	OCCUPATIONAL TITLE	GROUP CODE
375.2680	POLICE OCCUPATIONS	A
165.0680	PUBLIC RELATIONS MANAGER	C
162.1581	PURCHASING AGENT	C
162.1580	PURCHASING MANAGER	C
159.1480	RADIO AND TV BROADCASTER	D
070.1081	RADIOLOGIST	D
250.3580	REAL ESTATE SALESMAN	E
237.3680	RECEPTIONIST	F
187.1180	RECREATION DIRECTOR	C
075.3780	REGISTERED NURSE	D
710.2810	REPAIRMAN, INSTRUMENT	B
710.2811	REPAIRMAN, RADIO AND TV	B
162.1180	SALES AND DISTRIBUTION MANAGER	C
162.1180	SALES AND DISTRIBUTION MANAGER	E
290.4780	SALES CLERK	E
201.3680	SECRETARY, EXECUTIVE AND GENERAL	F
201.3681	SECRETARY, LEGAL	F
201.3682	SECRETARY, MEDICAL	F
372.8680	SECURITY SERVICE WORKER	A
804.2810	SHEET METAL WORKER	B
202.3880	STENOGRAPHER	F
018.1880	SURVEYOR	D
235.8620	SWITCHBOARD OPERATOR	F
022.2810	TECHNICIAN, CHEMICAL	D
712.3810	TECHNICIAN, DENTAL	D
003.1810	TECHNICIAN, ELECTRICAL AND ELECTRONICS	D
003.1812	TECHNICIAN, ELECTRICAL ENGINEERING	D
003.1811	TECHNICIAN, ELECTRONICS	D
003.2810	TECHNICIAN, ENVIRONMENTAL ENGINEERING	D
019.2810	TECHNICIAN, QUALITY CONTROL	B
012.0810	TECHNICIAN, SAFETY ENGINEERING	D
212.3680	TELLER	F
915.8840	TIREMAN	B
601.2800	TOOL AND DIE MAKER	B
816.9840	WELDER, FLAMECUTTER	B

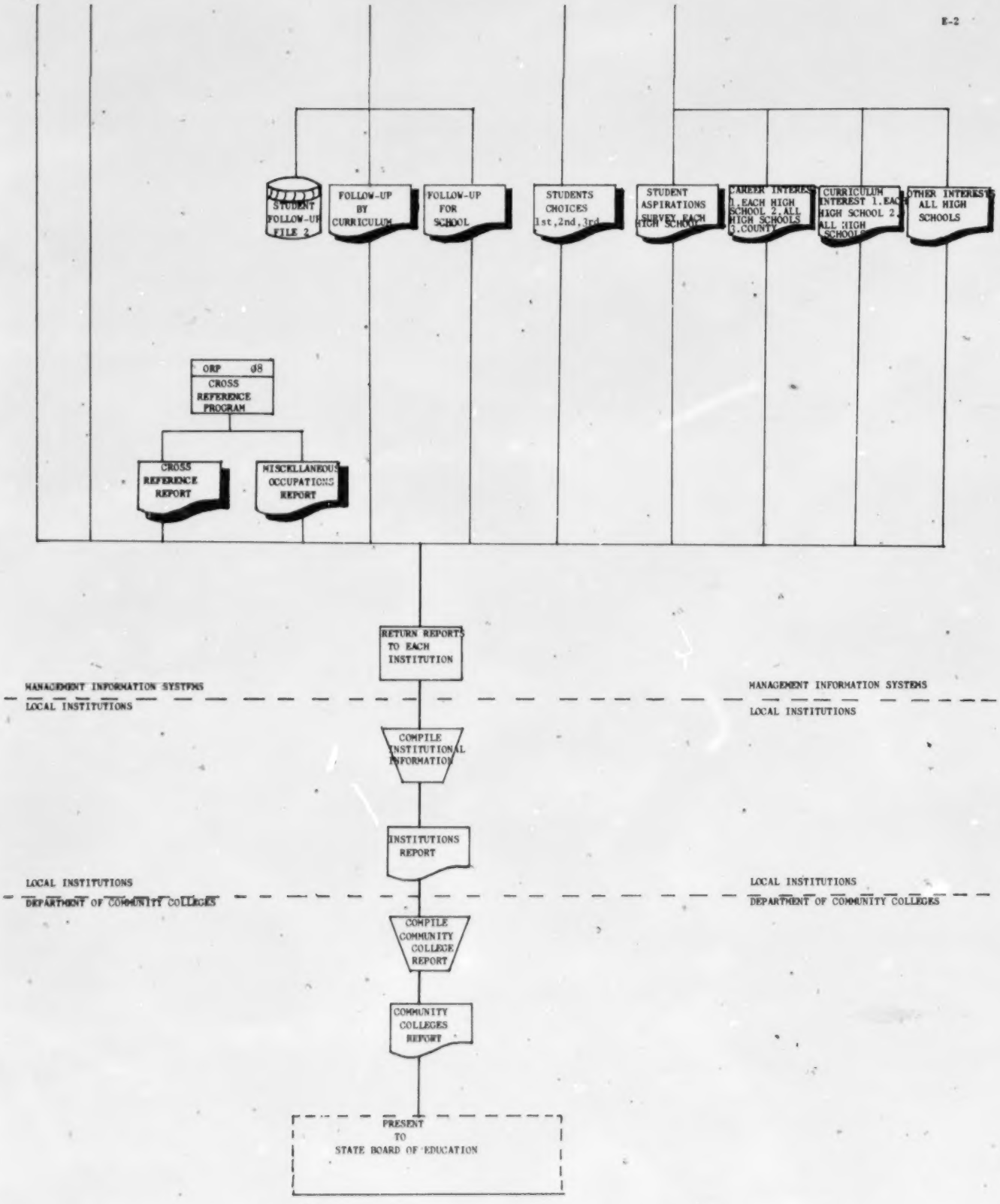
APPENDIX E

Appendix E contains a flow chart for the activities of this dissemination project.

APPENDIX E


NOTIFY INSTITUTIONS OF SURVEY OBJECTIVES
ORIENTATION OF INSTITUTION OFFICIALS
PREPARATION OF DOCUMENTATION AND SERVICES
DEPARTMENT OF COMMUNITY COLLEGES
LOCAL INSTITUTIONS
DEPARTMENT OF COMMUNITY COLLEGES
LOCAL INSTITUTIONS
EACH INSTITUTION IN THE COMMUNITY COLLEGE SYSTEM
BUSINESS SURVEY
FOLLOW-UP SURVEY
HIGH SCHOOL STUDENT ASPIRATIONS SURVEY
PREPARE CARD FILE OF BUSINESS TO SURVEY
PREPARE LIST OF GRADUATES AND ELMS
PREPARE LIST OF HIGH SCHOOLS TO BE SURVEYED
MAIL SURVEY FORMS
TELEPHONE BUSINESS AND INDUSTRIES
MAIL SURVEY FORMS
CONTACT HIGH SCHOOL OFFICIAL
REMINDER LETTER
REMINDER LETTER
LETTER OF APPRECIATION
MAIL SURVEY FORMS RETURNED
TELEPHONE SURVEY FORMS
LETTER OF APPRECIATION
MAIL STUDENT FOLLOW-UP FORMS RETURNED
CONDUCT SURVEY AT EACH HIGH SCHOOL
LETTER OF APPRECIATION
LOCAL INSTITUTIONS
DEPARTMENT OF COMMUNITY COLLEGES
LOCAL INSTITUTIONS
DEPARTMENT OF COMMUNITY COLLEGES
COMPILE CODE EDIT
COMPILE STUDENT FOLLOW-UP
COMPILE HIGH SCHOOL SURVEYS
LIST OF COUNTIES, DATES AND % OF BUSINESS SURVEYED
BUSINESS SURVEY TABULATION SHEETS
LIST OF OCCUPATIONS SURVEYED
STUDENT FOLLOW-UP WORK SHEET
LIST OF CURRICULUMS OFFERED
HIGH SCHOOL STUDENTS CAREER RESPONSES SUMMARY
HIGH SCHOOL DATA
DEPARTMENT OF COMMUNITY COLLEGES
DEPARTMENT OF COMMUNITY COLLEGES


OCCUPATIONAL GROUPS
PUNCH BUSINESS DATA CARDS
PUNCH OCCUPATIONAL GROUP CARDS
PUNCH OCCUPATION DATA CARDS
PUNCH STUDENT FOLLOW-UP CARDS
PUNCH CURRICULUM DATA CARDS
PUNCH STUDENT DATA CARDS
PUNCH HIGH SCHOOL DATA CARDS
BUSINESS DATA CARDS
FOLLOW-UP STUDENT CARDS
CURRICULUM DATA CARDS (75)
OCCUPATION DATA CARDS (350)
STUDENT DATA CARDS
HIGH SCHOOL DATA CARDS (20)
CURRICULUM DATA CARDS (75)
CORRECTED STUDENT FOLLOW-UP CARDS
CORRECTED STUDENT DATA CARDS
SORT
CORRECT STUDENT FOLLOW-UP CARDS
CORRECT STUDENT DATA CARDS
SORTED BUSINESS CARDS
OCCUPATION GROUP CARDS (7)
OCCUPATION DATA CARDS (350)
ERROR MESSAGES
ORP Ø3 CREATE/UPDATE STUDENT FOLLOW-UP
ERROR MESSAGES
ORP Ø5 CREATE/UPDATE HIGH SCHOOL FILE
CORRECTED BUSINESS CARDS
CORRECT BUSINESS CARDS
ERROR MESSAGES
ORP Ø1 CREATE/UPDATE BUSINESS FILE
STUDENT FOLLOW-UP
ORP Ø6 RECRUITING PROGRAM
HIGH SCHOOL FILE
VARIABLE DATA CARD (1)
OCCUPATION GROUP CARDS (7)
BUSINESS FILE 1
OCCUPATION DATA CARDS (350)
SORT
SORT
ORP Ø2 BUILD BUSINESS SURVEY REPORT FILE
VARIABLE DATA CARD (1)
SORTED STUDENT FOLLOW-UP
OCCUPATION DATA CARDS (350)
CURRICULUM DATA CARDS (75)
SORTED HIGH SCHOOL FILE
HIGH SCHOOL DATA CARDS (20)
CURRICULUM DATA CARDS (75)
BUSINESS SURVEY BY GROUPS
BUSINESS SURVEY IN ALPHABETIC ORDER
BUSINESS FILE 2
ORP Ø4 FOLLOW-UP STUDENT REPORT FILE
ORP Ø7 HIGH SCHOOL SURVEY REPORTS


STUDENT FOLLOW-UP FILE 2
FOLLOW-UP BY CURRICULUM
FOLLOW-UP FOR SCHOOL
STUDENTS CHOICES 1st,2nd,3rd
STUDENT ASPIRATIONS SURVEY EACH HIGH SCHOOL
CAREER INTEREST 1.EACH HIGH SCHOOL 2.ALL HIGH SCHOOLS 3.COUNTY
CURRICULUM INTEREST 1.EACH HIGH SCHOOL 2.ALL HIGH SCHOOLS
OTHER INTEREST ALL HIGH SCHOOLS
ORP 08 CROSS REFERENCE PROGRAM
CROSS REFERENCE REPORT
MISCELLANEOUS OCCUPATIONS REPORT
RETURN REPORTS TO EACH INSTITUTION
MANAGEMENT INFORMATION SYSTEMS
LOCAL INSTITUTIONS
MANAGEMENT INFORMATION SYSTEMS
LOCAL INSTITUTIONS
COMPILE INSTITUTIONAL INFORMATION
INSTITUTIONS REPORT
LOCAL INSTITUTIONS
DEPARTMENT OF COMMUNITY COLLEGES
LOCAL INSTITUTIONS
DEPARTMENT OF COMMUNITY COLLEGES
COMPILE COMMUNITY COLLEGE REPORT
COMMUNITY COLLEGES REPORT
PRESENT TO STATE BOARD OF EDUCATION

APPENDIX F

Appendix F contains a suggested outline format for long-range planning developed by community college personnel.

Appendix F

SUGGESTED OUTLINE FORMAT FOR LONG-RANGE PLANNING

PART I - PROGRAM PLANNING

A. Information Systems

The production of a long-range plan requires the development of information gathering systems. Information for planning should be collected continuously in a systematic manner enabling planning to be an on-going process. The information collected should relate to the total program of the institution including: college transfer, continuing education, and General Education.

An information system for planning should include:

1. Historical data
   a. enrollment by program
   b. student origin by county
   c. age of students (ex. % of curriculum students not coming directly from high school)
   d. cost
   e. sources of funds
   f. facility
2. Secondary Sources of data
   a. Census
   b. Department of Labor projections
   c. County Business patterns
   d. Social and Economic Characteristics of N. C.
   e. other data which may be appropriate to individual situations

3. Primary Sources of data

a. The determination of the aspirations of high school students after they graduate will be used to:

1. match their aspirations and the needs of the labor market

2. assist in matching their aspirations, the needs of the labor market, and the curriculums that should be offered

b. The follow-up survey of graduates and ELMS will be used to:

1. determine the first job of the individual

2. determine the job held by the individual 10 to 12 months after leaving the institution

3. match the curriculums and the jobs graduates and ELMS are qualified to fill

c. The survey of the skills and numbers of skills needed by the labor market during the next 5 to 10 years will be used to determine:

1. job names or classifications

2. the number of jobs to be filled each year

3. the skills required for each job

4. the curriculums to be offered to provide the skills needed for the jobs

B. Long-Range Plan

1. Purpose or Mission Statement

(Suggested as a one paragraph statement of the purpose of the institution and its programs)

2. Goals

(Sometimes called long-range objectives or continuing objectives.

Appendix F

SUGGESTED OUTLINE FORMAT FOR LONG-RANGE PLANNING

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    e. sources of funds
    f. facility
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4. the curriculums to be offered to provide the skills needed for the jobs

B. Long-Range Plan

1. Purpose or Mission Statement

(Suggested as a one paragraph statement of the purpose of the institution and its programs) 57

2. Goals

(Sometimes called long-range objectives or continuing objectives.

These statements outline the goals of the institution over a long period of time. Goals are not quantifiable - they are statements that guide the efforts of the institution over a long period of time in the future.)

3. Statement of the needs of the community served by the institution. (Student aspirations, trends in the local economy, future jobs that must be filled in the next 5 to 10 years, adult needs, and other needs as indicated by the information system.
4. Statement of the institution's objectives to meet the needs of the community and to carry out the institution's stated goals - each objective should be directed toward an eventual fulfillment of the stated goals.
5. Statement of the strategies to be followed in meeting the stated objectives. What programs and what output - numbers and types - of skills for each year. (Alternate strategies may be developed and evaluated prior to selecting the final strategy.)
6. Development of the programs needed to carry out the stated objectives - these are short-range objectives for 4 to 6 years. The programs should indicate needs for:
   a. Continuing Education, General Education, College Transfer
   b. Programs required to meet the future needs of the labor market
   c. Students to be enrolled to produce the required numbers and types of manpower skill output from the institution's graduates and ELMS
   d. Staff and faculty needed for these programs
   e. Equipment needed for the programs

7. The cost of the programs for staff and faculty, equipment, and the identification of all financial resources available and a listing of additional funds required should be included.

PART II - FACILITY PLANNING

Campus Plan

A campus plan is either an artist's rendition, a modeler's creation, or an architect's drawing of the translation of the findings of the educational long-range plan into a physical layout of the campus in its proposed setting.

An information system for facility planning should include:

1. Facility Inventory, Projected Needs and Goals (Attachment "A" is a tool for accomplishment)
2. Facility Master Plan prepared by a professional design firm - architectural or land use planner and should include the following:
   a. Study of existing site, topographic features and drainage.
   b. Study of existing and proposed thoroughfare planning to the areas and recommendations for campus development.
   c. Study in connection with existing water, sewer and electrical facilities and recommendations for their future development.
   d. Study of existing buildings to include evaluation of present facilities and their use in the future development and recommendations for additions, if any, which should be made to the present structure.

e. Study of owner's future needs as best they can be developed from data furnished by the owner and any consultants acting in behalf of the owner.

f. The design presentation should include site plans for various buildings based on existing plans, immediate plans and potential development along with roadways, walks, etc.

UNIVERSITY OF CALIF.
LOS ANGELES

SEP 2 1975

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

ATTACHMENT "A"

INSTRUCTIONAL SPACE INVENTORY - PROJECTED NEEDS - GOALS
1974-1980

_____GENERAL (TRANSFER) FTE
_____TECHNICAL FTE
_____VOCATIONAL FTE
_____TOTAL FTE

(1)	AVAILABLE SPACE (2)	ADDITIONAL SPACE NEEDED (1-2) (3)	ADDITIONAL PROPOSED SPACE (4)	COST OF PROPOSED SPACE AT $ /S.F. (5)
GENERAL CLASSROOM 10-12 SF x total FTE				
SCIENCE LABORATORIES 4-6 SF x technical & general FTE				
TECHNICAL LABORATORIES 40-50 SF x technical FTE				
VOCATIONAL SHOPS 50-70 SF x vocational FTE				
LEARNING RESOURCE CENTER 6-8 SF x total FTE				
STUDENT CENTER 9-11 SF x total FTE				
AUDITORIUM 2 SF x total FTE				
ADMINISTRATION 4-6 SF x total FTE				
PHYSICAL EDUCATION 10-13 SF x total FTE				
SUB TOTAL ASSIGNABLE SF				
UNASSIGNABLE SF Approx. 30% of Gross				
GROSS SF				